

**ARIZONA STATE PARKS**  
**STATE HISTORIC PRESERVATION OFFICE (SHPO)**  
1300 West Washington Street, Phoenix AZ 85007  
602-542-4009

**RECOMMENDATION OF POTENTIAL ELIGIBILITY (ROPE)**  
**Application Form Instructions**

In order to be eligible for listing in the National Register of Historic Places (NRHP), a property must meet the National Register criteria for evaluation. The ROPE process allows a thorough review of the property and why it should be considered historic, worthy of preservation, and listing in the NRHP. The ROPE application is to be filled out in accordance with the instructions given below. Authorized personnel of the State Historic Preservation Office (SHPO) will convey the final recommendations of the ROPE to applicants only in writing. The decisions by SHPO with respect to a recommendation of potential eligibility are made on the basis of the descriptions in this application form. In the event of any discrepancy between the application form and other supplementary material submitted with it (such as architectural plans, drawings and specifications) may result in a return of the ROPE application or a negative recommendation. One copy of this application is required; the State Historic Preservation Office (SHPO) will retain it in the files after review. Photographs, architectural plans, drawings and other materials submitted with this application become the property of the SHPO and may be reproduced by it without permission.

**RECOMMENDATION OF POTENTIAL  
ELIGIBILITY (ROPE)**

The ROPE application is used by the State Historic Preservation Office (SHPO) to evaluate and make a recommendation on the potential eligibility for listing in the National Register of Historic Places (NRHP). This is only a recommendation for eligibility and the final determination occurs when the Secretary of the Interior's Office lists the property in the NRHP. It is possible that the final recommendation from the Secretary of the Interior's Office may differ from the recommendation of SHPO.

- The ROPE may recommend or decline recommendation that the property is potentially eligible for listing individually in the National Register of Historic Places; or,
- The ROPE may recommend or decline recommendation that the proposed historic district is potentially eligible for listing in the National Register of Historic Places; or,
- The ROPE may recommend or decline recommendation that the property is potentially eligible as a contributor in a registered historic district that has been certified by the Secretary of the Interior's Office; or,

- The ROPE may recommend or decline recommendation that the property is outside the period or area of significance but potentially contributes to the significance of the historic district.
- The ROPE may recommend or decline recommendation that the property has achieved significance of "exceptional importance" within the last 50 years and is potentially eligible for listing in NRHP.

*A registered historic district is any district listed in the National Register that has been certified by the Secretary of the Interior as containing criteria that will substantially achieve the purpose of preserving buildings of significance to the district; and is certified by the Secretary of the Interior's Office as meeting substantially all the requirements for the listing of districts in the National Register.*

**Continuation/Amendment Sheets**

Use Continuation/Amendment Sheets (blank sheets of paper with appropriate header) as needed to provide information concerning special considerations, to continue sections of the ROPE when additional space is needed, or to amend an application already submitted.

**Special Considerations**

Applicants should read carefully the following information about certain special considerations that may apply to their particular case. If a building is in one or more of the categories described below, additional information will be necessary. If this information is provided at the outset, the review process should not be delayed.

**Moved Building(s) special consideration**

An applicant must provide additional information to support a preliminary certification application for a building that has been moved or is a candidate for moving. Such documentation must discuss: 1) the effect of the move on the building's appearance (any proposed demolition, proposed changes in foundations, etc.); 2) the new setting and general environment of the proposed site; 3) the effect of the move on the distinctive historic and visual character of the district; 4) the method to be used for moving the building. Such documentation must also include photographs showing the previous and proposed environments, including sites, adjacent buildings, and streetscapes. For buildings individually listed in the National Register, the procedures published in 36 CFR Part 60 must be followed prior to the move, or the building(s) will be removed from the National Register, will not be considered certified historic structure(s), and will have to be re-nominated for listing.

**Properties less than 50 years old special consideration**

Properties less than 50 years old are generally not considered to contribute to the significance of a district and are excluded from individual listing in the National Register. Properties in this category, however, may be preliminarily certified if they are shown to be integral parts of a historic district and the historical attributes of the district are considered to be less than 50 years old, or if they are exceptionally significant. For this reason, Standard 3 of the Secretary of the Interior's Standards for Evaluating Significance within Registered Historic Districts requires that to contribute such properties must possess exceptional historic or architectural merit or the district must encompass significant qualities and characteristics that are less than 50 years old. Documentation for these properties must explain how the property meets the requirements. For information on the individual listing of properties less than 50 years old, refer to National Register Bulletin No. 22 *How to Evaluate and Nominate Potential National Register Properties That Have Achieved Significance within the Last 50 Years* (available online from NPS).

**Multiple Buildings special consideration**

Properties containing more than one building where the buildings are functionally related historically to serve an overall purpose, such as a mill complex or a residence and carriage house, will be treated as a single preliminary certified historic structure when the property is rehabilitated as part of an overall project.

**ROPE documentation**

Applications for ROPE must contain substantially the same level of documentation as National Register nominations. The application must show how the building individually meets the National Register Criteria for Evaluation. Specific information about the events, persons, architectural styles, or methods of construction that make the property significant in American history, architecture, archeology, engineering, or culture should be provided. The statement of significance should specifically identify the historic function of the property, the historic themes represented by the property, the period of time when the property played a significant role or acquired significance, and the physical qualities that enable the property to convey its historic significance.

An application for a building located in a potential historic district must describe the district and document how the district meets the criteria and how the building contributes to the significance of that district. An application for a preliminary determination for a building in a registered historic district which is outside the period or area of significance in the district documentation on file with the NPS must document and justify the expanded significance of the district and how the building contributes to the significance of the district, or document the individual significance of the building.

**Evaluation of the ROPE application**

<p>The documentation in the ROPE application must be sufficient to: 1) determine what features of the building comprise its historic character; or 2) make a judgment about how the historic character of the building relates to the district.</p> <p>Preliminary recommendations ordinarily become final when the building or district is listed in the National Register or when the nomination or district documentation is formally amended. An amendment requires that SHPO amend the original National Register nomination and for the amended nomination to be approved by the Secretary of the Interior's Office.</p> <p>The ROPE application should be completed prior to a National Register Nomination (NRN) being written. Preparing NRNs generally require expertise in history, architectural history, or related disciplines.</p> <p><b><u>The Secretary of the Interior's Standards for evaluating significance within registered Historic Districts</u></b></p> <ol style="list-style-type: none"> <li>1. A building contributing to the historic significance of a district is one that by location, design, setting, materials, workmanship, feeling and association adds to the district's sense of time and place and historical development.</li> <li>2. A building not contributing to the historic significance of a district is one that does not add to the district's sense of time and place and historical development; or one where the location, design, setting, materials, workmanship, feeling and association have been so altered or have so deteriorated that the overall integrity of the property has been irretrievably lost.</li> </ol>	<ol style="list-style-type: none"> <li>3. Ordinarily buildings that have been built within the past 50 years shall not be considered to contribute to the significance of a district unless strong justification concerning their historical or architectural merit is given or the historical attributes of the district are considered to be less than 50 years old.</li> </ol> <p><b>COMPLETING THE ROPE APPLICATION</b></p> <ol style="list-style-type: none"> <li>1. <b>Name of property.</b> Provide the name of the property. Generally this is its street address. When a building is known by a historic name, such as the Arizona Citrus Growers Association Warehouse, or is called by its historic name in the district documentation, include that name. Provide a complete address, including street, city, county, state and zip code for the property under consideration. If the building is located within a registered historic district, provide the name of the district and indicate the type of district. Consult the State Historic Preservation Office for the correct name of the district if unknown.</li> <li>2. <b>Nature of request.</b> Check box appropriate for your ROPE request.</li> <li>3. <b>Project contact.</b> Provide the name, address and daytime telephone number of the person to whom inquiries regarding specifics of the application should be made.</li> <li>4. <b>Owner.</b> Provide the owner's name, email contact, street address, and daytime telephone number.</li> <li>5. <b>Description of physical appearance.</b> Provide information about the major features of the building on both the exterior and the interior. Describe the building in its present condition, neither as it was when first built nor as it will be after rehabilitation. Note the architectural style, exterior construction materials (wood, brick, etc.), type of roof (flat, gable, hipped, etc.), number of stories, basic plan (rectangular, irregular, L-shaped, etc.) and distinguishing architectural features (placement and type of windows, chimneys, porches, decorative interior features or spaces).</li> </ol>
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<p><b>(Continuation of 5)</b></p> <p>Fully describe any changes that have been made to the building since its original</p>	<ol style="list-style-type: none"> <li>6. <b>Statement of significance.</b> Summarize how the property is individually eligible for listing or how the building contributes to the significance of the district. This summary</li> </ol>
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construction – for example, additions, porch enclosures, new fronts, relocation of doors and windows, and alterations to the interior. Other buildings on the property such as carriage houses, barns, and sheds should also be fully described. Finally, discuss the way in which the building relates to others in the district or neighborhood in terms of siting, scale, material, construction, and period of significance. Provide date of construction, if available or indicate the approximate date. Give the source of the date, which may be a map, the district nomination, a building permit or other official document, or a former owner. State the approximate dates of alterations, and check whether or not the building has been moved. Boundaries of the land area should be specifically defined.

**EXAMPLE** – Building within a registered historic district: This three-story, flat-roofed, unpainted brick building, rectangular in shape, was constructed in 1850. It features regularly spaced arched windows on the second and third floors (6 openings on the east elevation have been filled in over the years, exact date unknown), 2-over-2 double-hung sash, and prominent bracket cornice. The first floor of the façade has been altered: the existing storefront dates from ca. 1950. On the interior, the first floor is divided into two principal spaces - a large commercial space in front and a smaller office behind. The front room was modernized in the 1950s and contains no surviving historic fabric except for a simple wooden staircase running along the part wall. A pressed metal ceiling is the most prominent feature in the rear office; baseboards, paneled doors, and window and door surround also survive in this room. The upper floors have two rooms each, identical in configuration to the first floor; these rooms retain their original appearance, although they contain no architectural detailing of any kind (see photographs).

should relate to the significance of the property or district (including the district's period of significance) as identified in the National Register nomination or district documentation. Is it similar to other buildings in the district in scale, building materials, style, and period of construction? Note important figures from the past associated with the building, former uses of the property, and the name of the architect or builder, if known.

**EXAMPLE** - Building within a registered historic district: The district is an intact grouping of architecturally significant commercial and industrial buildings constructed between 1850 and 1915 that display a variety of styles and types of architectural ornamentation popular during this era. The district is also significant as an early manufacturing and distribution center that led to the city's growth as one of the largest cities in the state. Industrial growth in the late 19<sup>th</sup> and early 20<sup>th</sup> centuries required the construction of larger buildings and several still exist within the boundaries of the district (see photographs). This modest three-story building is typical in appearance and history of the majority of the buildings in the district. It was originally built for manufacturing buttons, but was converted into a store with offices above during the 1880s when wholesaling grew as an important new activity in the district. The building is similar to its neighbors in size, scale, materials, and style.

7. **Photographs and maps.** Provide *good, clear photographs* of the building and its surroundings as they currently appear. Good photograph coverage is an important part of the application. Photographs supplement and may substitute for some of descriptive material in number 5. They should show all elevations of the building, views of the building in its setting on the street, and representative interior spaces and features. Photographs should be numbered, dated, and labeled with the property name, the view (e.g. east side), and a brief description of what is shown. Photographs should be keyed to the application narrative and a sketch map, where appropriate. Provide a map of the historic district (when applicable) clearly identifying the lot on which the building is located.

**ARIZONA STATE PARKS  
STATE HISTORIC PRESERVATION OFFICE (SHPO)**

**RECOMMENDATION OF PRELIMINARY ELIGIBILITY (ROPE)  
Application Form**

**Instructions:** *Read the instructions carefully before completing application. No recommendation will be made unless a completed application form has been received. Type or print clearly in black ink. If additional space is needed, use continuation sheets.*

**1. Name of property or Historic District:** \_\_\_\_\_

**Address:** Street \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

☐ National Register Historic District

☐ Potential Historic District

☐ Contributor to a registered Historic District

☐ Non-contributor to a registered Historic District

☐ Individual National Register Nomination

**2. Check nature of request:**

☐ a. Recommendation for preliminary historic eligibility for individual property listing in the National Register of Historic Places.

☐ b. Recommendation for preliminary historic eligibility that the proposed historic district appears to meet the National Register Criteria for evaluation and is potentially eligible for listing.

☐ c. Recommendation for preliminary historic eligibility that the property is located in a certified Historic District and is potentially eligible as a contributor.

☐ d. Recommendation for preliminary historic eligibility that the property is outside the period or area of significance but potentially contributes to the significance of the certified Historic District.

**3. ROPE preparer contact:**

Name \_\_\_\_\_ (email) \_\_\_\_\_

Organization \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Daytime Telephone Number \_\_\_\_\_

**4. Property owner:**

Name \_\_\_\_\_ (email) \_\_\_\_\_

Organization \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Daytime Telephone Number \_\_\_\_\_

**5. Description of physical appearance:**

Date of construction: \_\_\_\_\_ Source of Date: \_\_\_\_\_

Date(s) of Alteration(s): \_\_\_\_\_

Has building been moved? ☐ Yes ☐ No If so, when? \_\_\_\_\_

Historic District period of significance: \_\_\_\_\_

**6. Statement of significance:**

**Criterion:**

☐ Local

☐ State

☐ National

☐ A

☐ B

☐ C

☐ D

**7. Photographs and maps:**

Attach photos and maps to application.

Continuation sheets attached: ☐ Yes ☐ No